

Community Preservation Act Committee (CPAC)

Meeting Minutes

Tuesday, November 18, 2014

The meeting was called to order at 7:09pm by Peter Jessop, Chair, in the Community Room of the Police Station.

COMMITTEE MEMBERS IN ATTENDANCE:

Marilyn Blaustein, Paris Boice, Jim Brissette, Peter Jessop, Chair; Ellen Kosmer, Jim Oldham, Mary Streeter, Vice Chair

COMMITTEE MEMBERS ABSENT: Sandra Anderson ,Laura Lovett

STAFF / OTHERS IN ATTENDANCE: Select Board liaison, Andy Steinberg; David Ziomek

Agenda items to be discussed:

- Review financials
- Discuss proposal review
- Discuss two year plan
- Firm up future meeting dates February 23, March 4 and March 31
- Election of officers.
- Topics the Chair did not reasonably anticipate 48 hours before the meeting

DISCUSSION

The Committee discussed the passage of the CPA initiative. 1,000 people didn't vote on the question. Taxes will be levied and collected. Dave Ziomek will send it out by email. Will probably appear in tax bills by third quarter; will need to collect CPA surcharge in 6 months for the entire year. Will project out based on estimate and state match.

Review Financials Presently there is \$581,000 available for this year. Ultimately, there may be \$1.3 million in funds for CPAC proposals as a result in the increase of the tax levy to 3%.

Discuss Proposal Review. The Town Warrant will be signed on March 23rd. Anticipate final vote second week in March. Additional CPA meetings were proposed for February 24 with primary voting on proposals on March 3rd. Town meeting is scheduled to start on April 27th. The first mailing is on March 24th and second is on April 7th.

Speaking assignments will be made on March 3. Deadline for warrant language for TM is due. Added meeting on March 31.

Discuss two-year plan. Paris reviewed plans from 6 other town ranging from 20 pages to 120 pages. Shutesbury has a simple plan. The plan includes an overview of CPA legislation, needs, application & review process, with appendices with allowable funding. This plan was sent to committee members and can be found at http://www.shutesbury.org/sites/default/files/offices_committees/community_preservation/CPC_FY15_Plan.pdf. The committee agreed that this would be a good model for Amherst. Recommend that staff and other committees were asked to review and identify priorities from existing plans as they relate to use of CPA funds.

Would be good for town boards and committees to weigh in on plan and identify priorities .It would be desirable to have a usable plan that will inform proposals.

Town counsel working on letter about what are allowable CPA uses of CPA funds.

Generally bricks and mortar are allowable CPA expenses

Election of officers. Chair, Vice Chair and Secretary. Peter has been chair for a long time, and recommended that a new chair be elected. Chair and vice chair are the primary positions on the committee, and the Secretary is a rotating position, with each member taking notes. The Chair goes to JCPC meetings and interacts with the press. Peter said he would continue to do it for the rest of the year. Paris would consider accepting at a later time. And would consider accepting Vice Chair. Mary Streeter was elected chair with one abstention (Mary Streeter) and Paris Boice was elected Vice Chair with one abstention (Paris). Peter offered to help out in Paris' absence.

Andy Steinberg attended the end of the meeting and committee members introduced themselves.

List of follow up questions

Schedule for proposal presentations.

Set agenda for next meeting.

Update current and old project list

Reach out to recipients

Review proposals and begin to draft questions

Notify applicants of proposals that don't meet criteria

Establish policy about unspent funds

Approve minutes

Mary suggested that past recipients be contacted for updates. Sonia sent out letters last year. Dave will contact Sonia and Nate to initiate the process.

ADJOURNMENT

A motion was made to adjourn at 8:20 pm. Voted unanimously.

NEXT MEETINGS

December 10 - Deadline to submit proposals - no meeting

December 16 - Review new proposals submitted - First Floor Meeting Room

January 6 - Review proposals, write questions for presentations - First Floor Meeting Room

January 20 - Proposals Presentations - Town Room

February 10 - Proposals Presentations - Town Room

February 24 - Proposals Presentations, if needed, discussion & possible vote on proposals

March 3 - Discuss and Vote Proposals

March 31 - Town Meeting preparations

All future meetings will be in the First Floor Meeting Room at Town Hall from 7 pm to 9 pm unless otherwise indicated:

DOCUMENTS DISTRIBUTED

- Agenda, 1 page

Respectfully submitted by Marilyn Blaustein, acting clerk

Approved December 16, 2014